



United States  
Department of  
Agriculture

Farmers  
Home  
Administration

Washington  
D.C.  
20250

FmHA AN No. 1932 (1951)

May 26, 1989

SUBJECT: Reporting Requirements for SENT Data Collection Software

TO: State Directors, District Directors, and County Supervisors

ATTN: Farmer Programs Chiefs, State SENT Coordinators, and ADP Coordinators

PURPOSE/INTENDED OUTCOME

The purpose of this AN is to establish a monthly reporting requirement for servicing actions under FmHA Instruction 1951-S, using the SENT Data Collection software package, which was previously distributed to field offices as attachments to the unnumbered letter dated March 8, 1989, SUBJECT: Distribution of SENT Data Collection Module. Reporting will be accomplished by downloading data to diskettes in County Offices and sending diskettes to District or State Offices for compiling for eventual transmission to the National Office.

COMPARISON WITH PREVIOUS AN:

No previous AN has been issued on this subject.

IMPLEMENTATION RESPONSIBILITIES:

The SENT Data Collection Module was designed to allow County Office data diskettes to be compiled at the State Office or at the District Offices before being mailed to the State Office for final compilation. Based on management factors, State Offices must decide whether their District Offices will compile the information and forward compiled District Office diskettes to the State Office or if the County Offices will forward diskettes directly to the State Office. The County and District Offices must be informed of the State Office's decision prior to the first automated report as of May 31, 1989.

Expiration Date:  
March 31, 1990

Filing Instruction:  
Preceding FmHA  
Instruction 1951-S



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Installation instructions and information on the use of SENT Data Download (sent\_dl) and SENT Data Compiler (sent\_dc) programs can be found in the unnumbered letter referenced above.

I. The reporting requirements for 1951-S borrowers will be met using the following procedure:

1. By using the built-in menus of the SENT Download program, County Offices will download the necessary information for the first automated report as of the close of business May 31, 1989. (SENT Data Download Program sent\_dl, already installed.)
2. County Offices will forward the diskette(s) with the downloaded information to the next appropriate office (District Office or State Office as determined by the State Director.)
3. District Offices (if appropriate) will use the SENT Data Compiler Program (sent\_dc) to compile County Office data diskettes before forwarding to the State Office. State Offices will then compile the appropriate information using the SENT Data Compiler program.
4. State Offices will forward the diskette(s) with the appropriate information to the National Office to arrive no later than 10 working days from the last working day of the month.
5. After the initial reporting period of May 31, 1989, County Offices will download the necessary information as of the close of business on the last working day of each month thereafter. Each subsequent report is due in the National Office by the tenth workday following the last workday of each month.

Refer to the attached instructions for technical assistance on the use of SENT Data Collection software.



NEAL SOX JOHNSON  
Acting Administrator

Attachment

Sent by Time Delay Option to States at 12:00 Pm on 5/26/89 ; to Districts at 2:00 Pm on 5/26/89 ; to Counties at 4:00 Pm on 5/26/89 by ASD.

## ATTACHMENT

TECHNICAL ASSISTANCE INSTRUCTIONS FOR USE WITH SENT DATA  
COLLECTION SOFTWARE

1. Phase 3 of SENT must be installed onto the County Office 3B2 before sent\_dl is utilized. This can be verified by typing the following at the UNIX prompt.

```
> cat /usr/options/workaid.name
```

SENT (Phase 3 Definitions, Version 3.00,) must be listed.

2. The County Office must check to see if certain SENT databases are not of zero file size or if the file cannot be found. To check these files, type the following at the UNIX prompt:

```
> cd /usr/workaid/lib/sent/data
> ls -l dc?
```

Output should appear similar to the following:

1. dc? not found

```
2. -rwxrwxrwx 1 user group 387 Apr 1 14:31 dc3
   -rwxrwxrwx 1 user group 0 Apr 1 14:58 dc5
```

If any of the listed file sizes are zero (0), remove that file by typing rm filename at the UNIX prompt. For example in the sample above, dc5 has a file size of zero (0). It must be removed by typing at the UNIX prompt:

```
> rm dc5
```

Do not remove any files with a file size greater than (0). In the example, file dc3 would not be removed. Once all appropriate files have been removed, or if you saw the message "dc? not found" then you can return to your directory by typing at the UNIX prompt:

```
> cd
```

The County Office is now ready to use the sent\_dl program.

3. County Offices will use the sent\_dl program to move SENT information to the floppy disk as of the close of business on the last working day of each month.

4. County Offices will forward the SENT Data diskette to their District Office or State Office at State Office discretion. If disks are sent directly to the State Office proceed to step 6.

5. Districts Offices will use the SENT Data Compiler (sent\_dc) to compile at County Office Sent data diskettes. After all County Office diskettes have been read by sent\_dc, the SENT Download (sent\_dl) program will be used to prepare a disk to be forwarded to the State Office.

6. State Offices will compile the SENT Data disks using sent\_dc. After all diskettes have been read by sent\_dc, the SENT Download (sent\_dl) program will be used to prepare a disk to be forwarded to the National Office.

NOTE: Some State and District Offices may not be able to download the compiled SENT database onto one diskette. If this occurs, while using the sent\_dl program, an error screen will appear advising the user to contact the appropriate help desk. However, the following steps can be used by the ADP Coordinator to transfer the data with tapes without having to contact the help desk:

DISTRICT OFFICE:

1. Use formatted tape, and through sysadm store the following directory:

/usr/workaid/lib/sent\_dc/dd\_data

2. Mail the tape to the State Office.

STATE OFFICE:

1. Use sysadm and restore the following directory:

/usr/workaid/lib/sent\_dc/dd\_data

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2. You will be asked if you want to rename each file as it is copied in. Answer yes. You will be prompted in the following manner:

You will be prompted:

Rename</usr/workaid/lib/sent\_dc/dd\_data/binfo>

You will respond:

/usr/workaid/lib/sent\_dc/so\_data/binfo.xxx

xxx should be the appropriate district office number.

This response identifies the district and places the file in the /usr/workaid/lib/sent\_dc/so\_data/directory.

3. Exit sysadm.

4. cd /usr/workaid/lib/sent\_dc/so\_data

5. ls -l (to obtain a list of files)

6. For each file that ends with .xxx (where .xxx would be the appropriate District Office number) perform the following step to append the files:

```
cat binfo.xxx >> binfo
rm binfo.xxx
```

7. After performing the required steps, the State Office will prepare a tape for the National Office in the following manner:

use sysadm and store the following directory:

/usr/workaid/lib/sent\_dc/so\_data

8. States should submit their information to:

U.S. Department of Agriculture  
Farmers Home Administration  
Director, Program Development Staff  
Room 4919 - S  
14th & Independence Avenue, SW  
Washington, D.C. 20250